TIPS FOR WORKING IN WORD

TO SET DEFAULT FONTS AND SIZE:

Set the font and type size on your new document. Go to **FORMAT** and click on **FONTS**. Make sure your selection is highlighted, then click on **DEFAULT...**. Click "YES" to save your settings for this and future documents [it saves it in the **NORMAL** template which Word automatically brings up].

KEYBOARDING SHORTCUTS

TO INDENT ENTIRE PARAGRAPH: CTRL + M.

TO TURN OFF INDENT: CTRL + SHIFT + M

BOLD: CTRL + B [TOGGLE]   **TOGGLE** MEANS THIS COMMAND WILL TURN THE FEATURE ON AND OFF

***ITALICS*:** CTRL + I [TOGGLE]

UNDERLINE: CTRL + U [TOGGLE]

WORD UNDERLINE: CTRL + SHIFT + W [TOGGLE]

DOUBLE UNDERLINE: CTRL + SHIFT + D [TOGGLE]

SMALL CAPS: CTRL + SHIFT + K [TOGGLE]   [**MAKE SURE THE CAPS LOCK IS NOT ON**]

ALL CAPS: CTRL + SHIFT + A [TOGGLE]

HIGHLIGHT COMPLETE DOCUMENT: CTRL + A

GO TO TOP OF DOCUMENT: CTRL + HOME

GO TO END OF DOCUMENT: CTRL + END

TO MOVE TO BEGINNING OF LINE: HOME

TO MOVE TO END OF LINE: END

HIGHLIGHT FROM ONE POINT IN THE DOCUMENT TO THE BEGINNING: CTRL + SHIFT + HOME

HIGHLIGHT FROM ONE POINT IN THE DOCUMENT TO THE END: CTRL + SHIFT + END

HIGHLIGHT CHARACTER: SHIFT + RIGHT ARROW KEY

HIGHLIGHT LINES: SHIFT + DOWN ARROW

HIGHLIGHT WORDS: CTRL + SHIFT + RIGHT ARROW

HIGHLIGHT PARAGRAPH: CTRL + SHIFT+ DOWN ARROW

HIGHLIGHT TO BEGINNING OF LINE: SHIFT + HOME

HIGHLIGHT TO END OF LINE: SHIFT + END

CENTER TEXT: CTRL + E

LEFT ALIGN TEXT: CTRL + L

RIGHT ALIGN TEXT: CTRL + R

JUSTIFY TEXT: CTRL + J

PAGE BREAK: CTRL + ENTER KEY

TO TOGGLE THROUGH OPEN APPLICATIONS: Hold down the ALT KEY and then press the TAB KEY. When the status box shows the application you want, release both keys.